

APPRENTICESHIP PROGRAM FOR MOS OF  
CENTRAL OFFICE REPAIRER



WORK EXPERIENCE LOG

APPRENTICE NAME

DEPARTMENT OF THE NAVY  
HEADQUARTERS OF THE UNITED STATES MARINE CORPS  
WASHINGTON, D.C. 20380

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## INTRODUCTION

### APPRENTICESHIP

Apprenticeship is training for jobs in technical trades that require special skills and knowledge. It involves technical schooling and planned on-the-job training under supervision. For young workers desiring to gain a skilled occupation, the apprenticeship program provides a step by step program of instruction and on-the-job training. This program will lead to advanced standing in the technical skill or trade you have chosen.

The USMC Apprenticeship Program provides you with the opportunity to meet some requirements for advancement in your chosen skill area while on active duty. As you progress in your training in the Marine Corps and master the skills required of your trade, you will have the mastered skills recorded in your log. Our apprenticeship program allows you to make your work experience in the Marine Corps count twice. First, to fulfill your active duty obligation in a productive manner. Second, to provide you with a usable skill if you should decide to return to civilian life. By having documented proof of Marine Corps schooling and work experience, you should qualify for a better job at higher pay.

Most apprenticeship terms range from 1 to 4 year, depending upon the trade involved. To master a particular trade requires: (1) Learning all or most of the skills of the trade; (2) Perfecting each specific skill; (3) Bringing each skill up to the speed and accuracy required of the job; and (4) Learning to use specific skills in combination with other skills.

### MARINE CORPS APPRENTICESHIP PROGRAM

The purpose of establishing the Marine Corps Apprenticeship Program is to provide Marine Corps commanders an opportunity to implement programs of apprenticeship for military personnel in occupations closely related and applicable to private industry needs and requirements. Marine Corps school training and experience in the field will, if properly documented, satisfy private industry requirements for the training of apprentices in nationally recognized apprenticeable occupations.

The ultimate objective of the United States Marine Corps Apprenticeship Program is to provide registered certification of an individual Marine's skilled craft occupational training. The program has been designed to achieve recognition for Marines equal to their civilian counterparts.

Registration of the National Apprenticeships standards for the United States Marine Corps with the Bureau of Apprenticeship and Training, U.S. Department of Labor, is beneficial to the Marine Corps, to individual Marines, and to private industry, management, and labor. Acceptance of U.S. Marine Corps apprentices as skilled craft-workers by private industry, management, and labor will enhance Marines' employment opportunities as veterans, shorten the term of private industry apprenticeship through the award of appropriate credit for previous military training experience, and provided a source of registered skilled personnel to meet national manpower requirements.

#### THE CENTRAL OFFICE REPAIRER APPRENTICESHIP PROGRAM

The purpose of this pamphlet is to announce the United States Marine Corps Apprenticeship Program for the trade of Central Office Repairer.

Policies and procedures for participation in the program are contained in MCO 1550.22.

Marines holding a primary or secondary 2811 2818, 2827, 2829 MOS and who are serving in that MOS may participate in the program.

This is an 8000 hour program which leads to a certification of journeyman in the trade of Central Office Repairer by the U.S. Department of Labor. Participation in the program is voluntary and no membership in labor unions or professional associations is required. The work process schedule and schedule of related instruction are outlined on pages 8 through 12. The purpose of the work process schedule and the schedule of related instruction is as indicated below:

The work process schedule reflects categories of work experience required by Marine apprentices to qualify as Journeyman Central Office Repairer.

The schedule of related instruction identifies courses which are available to Marine apprentices to satisfy the 1414 hours of annual related instruction required for completion of the program.

Marines eligible for the program may enroll by contacting the Unit or Base Education Officer who will assist in the preparation of the application.

Apprentice logs and instructions on their use will be provided by the Education Officer at the time of registration. Marine apprentices will be required to maintain their log sheets on a daily basis. Log entries must be verified by the Marine apprentice's immediate supervisor on a weekly basis.

Marines who have partially completed an approved Federal or State registered civilian apprenticeship will be awarded credit within the constraints of the individual apprenticeship training program standards. Each training hour successfully completed in the occupation involved will be awarded credit upon presentation of authenticated documentation. Marines serving beyond their initial enlistment are considered career Marines, and may make application for the apprenticeship program in order to be certified as having completed an apprentice program. Career Marine apprentices must complete the same requirements as the first-term apprentice except that they will be given credit for one-half the hours required for the specific apprenticeship program in which they are enrolled provided their previous enlistment was served in an MOS applicable to the relevant apprenticeship program for which applying.

Organized related instruction for all United States Marine Corps apprentices will be defined by the individual apprenticeship program standards. Such related instruction will be provided on an hour-per-year basis, or the total hours may be achieved through the successful completion of a multi-week training course for the apprenticeable occupation involved at any United States Marine Corps training school, or other Service School (Army, Navy, etc.) providing such training

Upon successful completion of apprenticeship training and experience requirements as prescribed by individual apprenticeship program standards, the apprentice will submit a request via the chain of command, accompanied by a letter from the appropriate commander or education officer, to the Office of National Industry Promotion, Bureau of Apprenticeship and Training, U.S. Department of Labor, Washington, D.C. 20213, for issuance of a Certificate of Completion of Apprenticeship (Enclosure 10). The Bureau of Apprenticeship and Training will issue all Certificates of Completion of Apprenticeship to the individual through Headquarters, U.S. Marine Corps (Code OTTE) to the appropriate commander.

**NATIONAL APPRENTICESHIP STANDARDS**


**FOR**

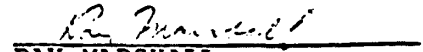
**THE UNITED STATES MARINE CORPS**

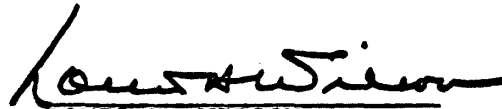
Developed by Headquarters United States  
Marine Corps, Washington, D.C., with the  
assistance of the Bureau of Apprenticeship  
and Training, Employment and Training  
Administration, United States Department  
of Labor, Washington, D.C.

AUTHORITY

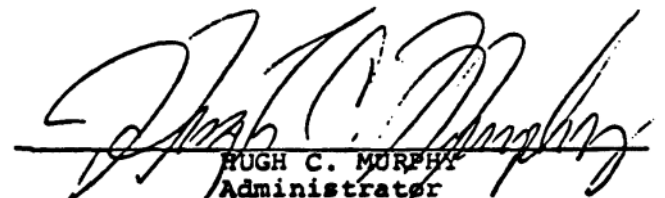
National Apprenticeship Standards for the United States  
Marine Corps are established by authority of:

  
**W. GRAHAM CLAYTOR JR.**  
Secretary of the Navy

  
**RAY MARSHALL**  
Secretary, United States  
Department of Labor

  
**LOUIS H. WILSON**  
Commandant of the  
Marine Corps

Registered as incorporating the basic standards  
recommended by the Bureau of Apprenticeship and  
Training, Employment and Training Administration,  
United States Department of Labor.

  
**HUGH C. MURPHY**  
Administrator  
Bureau of Apprenticeship and Training  
Employment and Training Administration

Registration Number: N-91040

Date: July 7, 1977

## DEFINITIONS

1. EMPLOYER-----The United States Marine Corps<sup>9</sup>
2. PROGRAM SUPERVISOR-----Commanding General  
Communication-Electronic School  
Marine Corps Air Ground Combat Center  
29 Palms, California 92278
3. NATIONAL APPRENTICESHIP  
STANDARDS-----The entire document which embodies  
the procedures for the selection  
and training of Marine Corps appren-  
tices and sets forth all the con-  
ditions associated therewith, in-  
cluding training on the job, relat-  
ed technical instruction, and ad-  
ministrative responsibilities.
4. WORK EXPERIENCE LOG----A book issued to each registered  
apprentice identifying the occu-  
pation, work process training  
schedule, hours allocated to each  
training task increment in the  
work process schedule, and sup-  
ervisory certification require-  
ments.
5. APPRENTICE-----Any individual who is on active  
duty in the U.S. Marine Corps,  
meets entry age requirements,  
performs assignments that include  
training in an apprenticeable  
occupation and who is registered  
with the Bureau of Apprenticeship  
and Training, U.S. Department of  
Labor, Washington, D.C..
6. REGISTRATION AGENCY----The Bureau of Apprenticeship and  
Training, U.S. Department of  
Labor, Washington, D.C..
7. WORK PROCESS SCHEDULE---An outline or work procedures  
which specifies the required  
supervised work experience,  
training on the job, and the  
approximate time to be spent in  
each major process.



8. SCHEDULE OF RELATED INSTRUCTION --- Organized, related and supplemental instruction necessary to provide apprentices with knowledge in technical subjects related to the trade. The instruction may include supervised correspondence or self-study courses, as approved by law or by policy of the registration agency. A minimum of 144 hours each year of apprenticeship training is required. It may also include resident instruction at a DOD or civilian school. Normally, a minimum of 144 hours annually is required. However resident, formal schooling can satisfy total requirements for related instruction if over 360 hours are attained,

Work Process Schedule For The Trade of  
Central Office Repairer  
(DOT. 822.281-014)

1. Participant Designation. Marines working in the military occupational specialties (MOS's) 2811, 2818, 2827, or 2829 are authorized to participate in the program.

2. Job Description. As a result of formal training received in conjunction with MOS qualification, participants are knowledgeable in: the functioning of a telephone exchange; assisting an experienced central office repairer; the use and application of systems terminology; assisting with the installation and wiring of distributing frames; safety procedures used in telephone central offices; preparing maintenance forms for dial central office equipment; cleaning and inspecting telephone switching can covers, relay contacts, and terminal blocks; the cleaning, lubrication and inspecting of electrical stepping switches; the skill of aligning dial telephone central office equipment through use of proper procedures, test sets, tools, and manuals to adjust and align: line conditioning equipment, intercept equipment, and autovon trunk circuit equipment; recognizing the significance of the cable color; proper soldering techniques for cable and wires; the techniques of wire wrapping; operating a test desk to determine faults within an outside central office; performing testing procedures using multitesters and oscilloscopes; detecting, identifying, isolating, and finding equipment and line faults; removing and replacing defective parts using a soldering gun and required hand tools; applying relay adjustments; requisitioning repair parts; and applying proper troubleshooting and safety procedures.

Work Experience Functions

CENTRAL OFFICE REPAIRER

(D.O.T. 822.281-041)

Approx hrs.

- |  |      |
|--|------|
| 1. Orientation   |      |
| a. Observe functioning of a telephone exchange   | 500  |
| b. Assist an experienced dial central office repairer.   |      |
| c. Develop skills in use and application of systems terminology.   |      |
| d. Assist central office repairer in installation and wiring of distributing frames.   |      |
| e. Develop shop cleaning techniques.   |      |
| f. Apply safety practices used in telephone central offices.   |      |
| 2. Perform Preventive Maintenance of Dial Central Office Equipment   | 1000 |
| a. Prepare maintenance forms for dial central office equipment.  |      |
| b. Clean and inspect telephone switching can covers, relay contacts, equipment; cables and terminal blocks.  |      |
| c. Clean, lubricate and inspect electrical stepping switches.  |      |
| 3. Develop Skill of Aligning Dial Telephone Central Office Equipment through Use of Proper Procedures, Test Sets, Tools and Manuals to Adjust and Align: | 1000 |
| a. Line conditioning equipment   |      |
| b. Intercept equipment   |      |
| c. AUTOVON trunk circuit equipment   |      |
| 4. Install Dial Telephone Central Office Equipment   | 1000 |
| a. Observe installation practices and assist experienced repairers.  |      |
| b. Recognize significance and apply cable color codes.   |      |
| c. Develop skills in proper soldering techniques for cable and wires.  |      |
| d. Develop proficiency in the techniques of wire wrapping.   |      |

Work Experience Functions

CENTRAL OFFICE REPAIRER

(D.O.T. 822.281-0114)

5.	Test Dial Central Office Equipment Under Supervision of Experienced Repairer:	500
	a. Operate test desk to determine faults within an outside central office.	
	b. Perform testing procedures using multitesters and oscilloscopes.	
	c. Develop skill in detection, identification, isolation and finding equipment and line faults.	
6.	Repair Dial Central Office Equipment Under Supervision of an Experienced Repairer:	2000
	a. Identify defective parts.	
	b. Remove and replace defective parts using soldering gun and required hand tools.	
	c. Apply relay adjustments chart information in final adjustment and test operate dial central office equipment.	
	d. Requisition repair parts.	
	e. Test repaired components.	
7.	Apply proper Troubleshooting and Safety Procedures Related to:	2000
	a. Electrical switching systems.	
	b. Automatic switching systems.	
	c. Switchboards	
	TOTAL	8000

Schedule of Related Introduction

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>SCHOOL</u>	<u>HOURS CREDIT</u>
DD 2800/ 5900	Fundamentals of Digital Logic	MCCES	80
DF 2800/ 5900	Basic Electronics School	MCCES	B7E
DT 28xx/ 59XX	Technician Theory Course	MCCES	608.5
TF 2800	Radio Fundamentals Course	MCCES	240
TQ 2811	Telephone Switchboard Rep Cr5	MCCES	431.5
TF 2818	Teletype Repair Course	MCCES	570
TY 2827	Mobile Data Communication Terminal Technician Course	MCCES	560
TJ 2829	Mobile Communication Central Technician Course	MCCES	279
TG 2841	Ground Radio Repair Course	MCCES	7gi
TA 2851	Aviation Radio Repair Course	MCCES	476
TT 2861	Radio Technician Course	MCCES	719
TT 2866	Aviation Radio Technician Course	MCCES	457
RG 5931	Ground Radar Repair Course	MCCES	772
RG 5932	FADAC Radar Repair Course	MCCES	847
RG 5933	Artillery Electronics Repair Course	MCCES	819
RE 5934	Weapons Location Equipment Repair Course	MCCES	1059

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>SCHOOL</u>	<u>HOURS CREDIT</u>
RG 5935	Counter Mortar Radar Repair Course	MCCES/Ft. Sill	660
RH 5936	Ground Radar Technician Course	MCCES	1621
RB 5942	Aviation Radar Repairperson Course	MCCES	1316
RC 5943	Aviation Fire Control Repair Course	MCCES	835
RA 5945	Aviation Radar Repair Course (C)	MCCES	1097
RT 5947	Aviation Fire Control Technician Course	MCCES	760
RD 5948	Aviation Radar Technician Course	MCCES	1631
RJ 5962	Tactical Air Command Central Repair Course	MCCES	1194
RJ 5963	Tactical Air Operations Central Repairperson Course	MCCES	1225
RQ 5964	Tactical Data Communications Central Repairperson Course	MCCES	1578
RN 5974	Tactical Air Command Central Technician Course	MCCES	1511
RS 5977	Tactical General Purpose Computer Technician Course	MCCES	1528
RP 5978	Tactical Data Communications Computer Technician Course	MCCES	1480

## INSTRUCTIONS FOR COMPLETING WORK EXPERIENCE LOG

This pamphlet is issued to each registered apprentice and identifies the occupation, work process training schedules, hours allocated to each training task increment in the work process schedule and supervisory certification requirement.

### 1. Marine applicant will:

a. Complete the apprentice registration application (enclosure 1) in triplicate. Forward one copy to CMC (Code OTTE), one copy placed in Marine's Service Record Book (SRB), and the third copy is to be retained by the Education Officer.

(1) Submit the application to the commanding officer or his Authorized representative.

(2) Obtain work experience log, which includes the Work Experience Functions. Obtain one year's supply (12 Copies) of the Apprentice Work Experience Hourly Record, (enclosure 2) from the commanding officer or education officer.

(3) Complete the Personal History Form, (enclosure 3) and forward to CMC (Code OTTE) with enclosure (1).

(4) Complete Military Education, (enclosure LI), and forward a certified copy to CMC (Code OTTE) with enclosure (1).

(5) Complete Civilian Education, (enclosure 5), with certification from the Marine's Service Record Book and forward to CMC (Code OTTE) with enclosure (1).

(6) Maintain Military Assignment, (enclosure 6).

(7) Civilian Occupation, (enclosure 7), if applicable, submit statement to program sponsor on employer letterhead, giving length of employment, position held, and manner of performance.

b. Career oriented apprentice Marines must complete the same requirements as the first-term apprentice except that they will be given credit for only half the hours required for the specific program in which they are enrolled. This is provided their previous enlistment was served in as MOS applicable to the relevant apprenticeship program for which they are applying.

(1) A certified photocopy of enclosure (6) of the work log will be forwarded with the registration application to CMC (Code OTTE).

(2) The Commanding Officer or his designated representative will assign credit hours for previous work experience in accordance with MCO 155C.22 and mark accordingly block 16 of enclosure (1).

2. Procedures for recording hourly work experience

a. Daily Record: Daily entries will be made by the apprentice.

b. Weekly certification by supervisor: Weekly certification will be completed by the shop chief for whom the Marine works.

c. Consolidation/Certification on Month/Yearly recapitulation: The signature line of the work experience hourly record will be signed by the commanding officer or his representative. This report will reflect the entries for the monthly work experience) enclosure (8) of work experience log.

3. Semiannual progress interview

a. Report to your unit Education Officer within 5 to 8 months after date of this application and twice a year thereafter. Enclosure (9) will be completed and forwarded to CMC (Code OTTE).

b. The purpose of the interview is to determine the status of the apprentice and to certify a photocopy of the last hourly record of work experience.

c. The Commanding Officer or Education Officer authorized representative will sign the Apprentice Progress/Status Report (enclosure (9)).

4. Interruption of Assignment

a. Rifle Range/Leave. Record on the experience hourly record the days away from regular assigned duty.

b. Separation from Active Duty. Status report will be submitted to CMC (Code OTTE) identifying the Marine as being discharged. Upon request, CMC will forward the records to Bureau of Apprenticeship and Training in the Marine's home state of record.



c. Sickness and hospitalization. Recorded by day on the Apprentice Work Experience Hourly Record.

d. Voluntary Disenrollment. An apprentice must request suspension or cancellation. Suspension retains the apprentice in a temporary status for no more than one year. A request for suspension may be mailed directly to CMC(Code OTTE) by the apprentice. Cancellation removes the apprentice from the apprenticeship program. A request for cancellation requires the signature of the apprentice's Commanding Officer of Education Officer.

5. Documentation Required to Validate Related Instruction. Certification of completion or transcript of grades will be used to award credit hours toward completion of the apprenticeship program.

6. Loss of work experience log

a. Request a reissue of a blank log from the Education Officer of your command.

b. Request CMC (Code OTTE) to furnish data available in your records to bring the log up to date.

# APPRENTICE REGISTRATION APPLICATION (1500)

1-AVMC 11013 (3-77)

SH 6-00-006-4800 U/I: SH

## - NOTICE -

Before filling in this form, read the Privacy Act Statement, below, and instructions on reverse.

1. Print or type.
2. Prepare in triplicate.
3. Forward original and one copy to CMC (Code OTTE).
4. Apprentice retains one copy in Work Experience Log.

## PRIVACY ACT NOTIFICATION

Under the authority of Title 5, U.S. Code, Section 301, the information regarding your former and present active military service, educational background and present personal data is requested in order to review and evaluate your qualifications for the Department of Labor apprenticeship program for active-duty Marine Corps personnel. Your Social Security Number is used for purposes of individual identification. This information will be retained by the Commandant of the Marine Corps (Code OTTE) and by the Bureau of Apprenticeship and Training, U.S. Department of Labor, and will not be divulged without your written authorization to anyone other than Headquarters Marine Corps and Department of Labor personnel involved with administration of this program. You are not required to provide this information; however, failure to do so may result in your not being registered for an apprenticeship trade.

## APPLICANT INFORMATION

1. NAME (Last, first, middle)	2. SSN	3. DATE OF BIRTH (Day, Month, Year)	4. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
5. RACE/ETHNIC GROUP <input type="checkbox"/> CAUCASIAN/ WHITE <input type="checkbox"/> NEGRO/ BLACK <input type="checkbox"/> AMERICAN INDIAN <input type="checkbox"/> SPANISH AMERICAN <input type="checkbox"/> ORIENTAL <input type="checkbox"/> INFORMATION NOT AVAILABLE <input type="checkbox"/> NOT ELSEWHERE CLASSIFIED			
6. NAME AND LOCATION OF HIGH SCHOOL FROM WHICH GRADUATED		OR, STATE AND DATE OF GED EQUIVALENCY	
7. Did you serve on active duty on or after 5 August 1964 and before 8 May 1975? <input type="checkbox"/> YES <input type="checkbox"/> NO		8. HOME OF RECORD (State)	
9. APPRENTICEABLE TRADE FOR REGISTRATION (Give complete title)		10. DOT CODE FOR APPRENTICEABLE TRADE	11. APPRENTICE PROGRAM

I agree to report to the education officer within 5 to 8 months after date of this application and twice a year thereafter. I understand that my registration is voluntary and that registration does not guarantee work or duty assignments appropriate to my apprenticeship. I have read and understand the Privacy Act Statement.

12. Signature of applicant \_\_\_\_\_ 13. Date \_\_\_\_\_

## TO BE FILLED IN BY APPLICANT'S COMMANDING OFFICER OR EDUCATION OFFICER

TO: Commandant of the Marine Corps (Code OTTE), Headquarters U.S. Marine Corps, Washington, D.C. 20380

14. FROM \_\_\_\_\_

15. Total hours required for term of apprenticeship \_\_\_\_\_ hours

16. Hours credit given for previous work experience (-) \_\_\_\_\_ hours

17. Total hours remaining for term of apprenticeship \_\_\_\_\_ hours

18. COMMENTS (If any) \_\_\_\_\_

19. SIGNATURE OF REGISTRAR The applicant has been counseled as to the conditions and requirements of the apprenticeship.  Signature _____	20. TITLE _____ _____	21. DATE _____ _____
--	-----------------------------	----------------------------

Enclosure (1)

INSTRUCTIONS FOR APPRENTICE REGISTRATION APPLICATION

Item No.

1. Self-explanatory.
2. Enter Social Security Number. Example: 399-03-6433
3. Enter date of birth: Day, Month, Year.
4. Self-explanatory.
5. Self-explanatory
6. Self-explanatory.
7. A check X in the YES block signifies that the registrant is regarded as a Viet Nam veteran by the Department of Labor.
8. Enter name of state which the registrant calls home.
9. Enter long title of apprenticeable trade. Example: Camera Repairer. Entries are limited to those apprenticeships authorized by the Commandant of the Marine Corps.
10. Enter 9-digit DOT code which matches the apprenticeable trade entered in Item 9. The Work Processes Schedule indicates this code.
11. No entry required.
12. Self-explanatory.
13. Self-explanatory.
14. Enter name and address of command forwarding application.
15. Enter total term of the apprenticeship (required hours for completion). Example: 6000. The Work Processes Schedule indicates the total term of the apprenticeship.
16. Enter hours of creditable work experience completed prior to registration, if any. Registrant may be credited with 1000 hours of previous work experience for each full year that his/her service record validates assignment to an MOS applicable to the apprenticeable trade. Applicable MOSs, if any, are listed at the bottom of the Work Processes Schedule for each authorized apprenticeable trade. However, credit for previous work experience completed prior to registration cannot exceed more than 50% of the term of the apprenticeship. Therefore, no more than 3000 hours of previous work experience can be credited to a 6000-hour apprenticeship. Portions or fractions of years of work experience will not be credited.
17. Enter the difference between Item 15 and Item 16. This difference is the number of work experience hours which must be completed by the apprentice.
18. Enter any comments regarding previous work experience, future assignment or next duty, or further explanation of any above item. Entry not mandatory.
19. Signature of co-ending officer<sup>1</sup> education officer, or his authorized representative.
20. Title of registrar who signed Item 19.
21. Enter date that Item 19 was signed. This will be the effective beginning date of the apprenticeship.

Enclosure (1)

APPRENTICE WORK EXPERIENCE HOURLY RECORD (1500)

NAVMC 11015 (3-77)

SN: 0000-00-006-6840 U/I: SH

APPRENTICE NAME (Last, first, middle)

1. Print legibly.
2. Enter completed hours daily or weekly.
3. Have Supervisor verify hours at the end of each week.
4. Keep this record in your Work Experience Log.

WEEK OF	DATE FROM	DATE TO	SIGNATURE & TITLE OF SUPERVISOR																								
DAY	LETTERS IDENTIFIED IN WORK PROCESSES SCHEDULE																										TOTAL HOURS
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
SUN																											
MON																											
TUES																											
WED																											
THURS																											
FRI																											
SAT																											
TOTAL HOURS																											
WEEK OF	DATE FROM	DATE TO	SIGNATURE & TITLE OF SUPERVISOR																								
DAY	LETTERS IDENTIFIED IN WORK PROCESSES SCHEDULE																										TOTAL HOURS
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
SUN																											
MON																											
TUES																											
WED																											
THURS																											
FRI																											
SAT																											
TOTAL HOURS																											
WEEK OF	DATE FROM	DATE TO	SIGNATURE & TITLE OF SUPERVISOR																								
DAY	LETTERS IDENTIFIED IN WORK PROCESSES SCHEDULE																										TOTAL HOURS
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
SUN																											
MON																											
TUES																											
WED																											
THURS																											
FRI																											
SAT																											
TOTAL HOURS																											

Enclosure (2)

WEEK OF	DATE FROM		DATE TO		SIGNATURE & TITLE OF SUPERVISOR																											
DAY	LETTERS IDENTIFIED IN WORK PROCESSES SCHEDULE																												TOTAL HOURS			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z						
SUN																																
MON																																
TUES																																
WED																																
THURS																																
FRI																																
SAT																																
TOTAL HOURS																																

WEEK OF	DATE FROM		DATE TO		SIGNATURE & TITLE OF SUPERVISOR																											
DAY	LETTERS IDENTIFIED IN WORK PROCESSES SCHEDULE																												TOTAL HOURS			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z						
SUN																																
MON																																
TUES																																
WED																																
THURS																																
FRI																																
SAT																																
TOTAL HOURS																																

SIGNATURE & TITLE	DATE
-------------------	------

Enclosure (2)

PERSONAL HISTORY

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>MIDDLE INT.</u>
<u>RANK</u>	<u>SOCIAL SECURITY NUMBER</u>	<u>DATE OF BIRTH</u> <u>DAY/MONTH/YEAR</u>
<u>PLACE OF BIRTH</u>		
<u>PERMANENT HOME OF RECORD</u>		

SIGNATURE OF APPRENTICE

\_\_\_\_\_

DATE

\_\_\_\_\_

Enclosure (2)

## MILITARY EDUCATION

[illegible]

Enclosure (4)

CIVILIAN EDUCATION

HIGH SCHOOL OR GED/	NAME, ADDRESS, ZIP CODE/ GRAD. DATE
COLLEGE OR GED/	NAME, ADDRESS, ZIP CODE/ GRAD. DATE
VOCATIONAL SCHOOLS	
LIST ALL SEPARATE COURSES TAKEN	
LIST ALL OTHER SPECIALIZED TRAINING NOT COVERED ABOVE	

Enclosure (5)



# MILITARY ASSIGNMENT

UNIT	ADDRESS	FROM	TO	DUTY ASSIGNMENT

Enclosure (6)

# CIVILIAN OCCUPATION

LIST ALL CENTRAL OFFICE REPAIRER RELATED EMPLOYMENT COVERING THE LAST TEN (10) YEARS.		
FIRM, NAME AND ADDRESS	NO. OF YEARS	POSITION HELD

Enclosure (7)

# WORK EXPERIENCE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total For Yr	Int
A														
B														
C														
D														
E														
F														
G														
H														
I														
J														
K														
L														
M														
N														
O														
P														
Q														
R														
S														
T														
U														
V														

- |                                 |                                    |
|---------------------------------|------------------------------------|
| A. TOOLS                        | L. AUTOVON TRUCK CIRCUIT EQUIPMENT |
| B. MATERIALS                    | M. INSTALLATION PRACTICES          |
| C. SYSTEMS TERMINOLOGY          | N. CABLE COLOR CODES               |
| D. DISTRIBUTING FRAMES          | O. WIRE WRAPPING                   |
| E. SHIP CLEANING TECHNIQUES     | P. TESTING PROCEDURES              |
| F. SAFETY PRACTICES             | Q. TROUBLESHOOTING                 |
| G. MAINTENANCE ADMINISTRATION   | R. SOLDERING GUN/HAND TOOLS        |
| H. TELEPHONE SWITCHING          | S. REQUISITIONING                  |
| I. ELECTRICAL STEPPING SWITCHES | T. ELECTRICAL SWITCHING SYSTEMS    |
| J. LINE CONDITIONING EQUIPMENT  | U. AUTOMATIC SWITCHING SYSTEMS     |
| K. INTERCEPT EQUIPMENT          | V. SWITCHBOARDS                    |

\_\_\_\_\_  
CERTIFICATION OFFICIAL

\_\_\_\_\_  
TITLE

# APPRENTICE PROGRESS/STATUS REPORT (1500)

APPRENTICE PROGRESS/STATUS REPORT (1500)  
NAVMC 11014 (3-77)  
SN: 0C30-00-006-6840 U/I:SH

## - NOTICE -

Before filling in this form, read the Privacy Act Statement, below, and Instructions on reverse.

1. Print or type.
2. Prepare in triplicate.
3. Forward original and one copy to CMC (Code OTTE) with attached photo of last Hourly Record of Work Experience.
4. Apprentice retains one copy in Work Experience Log.

## PRIVACY ACT NOTIFICATION

Under the authority of Title S, U.S. Code, Section 301, the information regarding your former and present military service, educational background and present personal data is requested for purposes of individual identification. This information will be retained by the Commandant of the Marine Corps (Code OTTE) and by the Bureau of Apprenticeship and Training, U.S. Department of Labor and will not be divulged without your written authorization to anyone other than Headquarters Marine Corps and Department of Labor personnel involved with the administration of the apprenticeship program. You are not required to provide this information; however, failure to do so may result in cancellation of your registration in an apprenticesable trade.

To be filled in by Apprentice or official in accordance with instructions on reverse side.

1. NAME OF APPRENTICE (Last, first, middle)		2. SSN	3. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
4. RACE/ETHNIC GROUP <input type="checkbox"/> CAUCASIAN/ WHITE <input type="checkbox"/> NEGRO/ BLACK <input type="checkbox"/> AMERICAN INDIAN <input type="checkbox"/> SPANISH AMERICAN <input type="checkbox"/> ORIENTAL <input type="checkbox"/> INFORMATION NOT AVAILABLE <input type="checkbox"/> NOT ELSEWHERE CLASSIFIED				
5. Did you serve on active duty on or after 5 August 1964 and before 8 May 1975? <input type="checkbox"/> YES <input type="checkbox"/> NO			6. HOME OF RECORD (State)	
7. Apprenticesable Trade in Which Registered	8. Total Hours for Term	9. Hrs. Preregistration Experience	10. Hrs. Completed Since Registration	11. Hours Remaining

TO: Commandant of the Marine Corps (Code OTTE), Headquarters U.S. Marine Corps, Washington, D.C. 20380

12. FROM (Activity submitting report)

## ACTION REQUESTED

(check one)

13. Please suspend registration for the apprentice named above for the reason(s) checked below:

- |   |  |
|---|--|
| a. <input type="checkbox"/> Orders to light duty  | c. <input type="checkbox"/> Hospitalization  |
| b. <input type="checkbox"/> Nature of current assignment prohibits work in apprenticesable trade for one year or less | d. <input type="checkbox"/> Operational commitments prevent reporting for progress interview |

14. ☐ Please lift the suspension of registration for the apprentice named above effective: \_\_\_\_\_ (Date)

15. ☐ Please cancel the registration of the apprentice named above for the reason(s) checked below:

- |   |  |
|---|--|
| a. <input type="checkbox"/> Commanding officer's prerogative                    | d. <input type="checkbox"/> Death  |
| b. <input type="checkbox"/> Discharge or release to inactive duty               | e. <input type="checkbox"/> Failure to report for twice-a-year apprentice progress interview |
| c. <input type="checkbox"/> Termination of work experience for one year or more | f. <input type="checkbox"/> Personal request of apprentice                                   |

16. ☐ The apprentice named above has completed all required hours of work experience in all areas of the apprentice trade. A "Certificate of Apprenticeship Completion" is requested.

17. SIGNATURE OF APPRENTICE	18. DATE
19. SIGNATURE AND TITLE OF OFFICIAL	20. DATE

Enclosure (9)

INSTRUCTIONS FOR APPRENTICE PROGRESS/STATUS REPORT

Item No.

1. Self-explanatory.
2. Enter Social Security Number. Example: 399.03-6433.
3. Self-explanatory.
4. Self-explanatory. Must agree with Item 5 of apprentice registration.
5. Entry must agree with Item 7 of apprentice registration.
6. Enter name of state which the apprentice calls home.
7. Enter long title of apprenticeable trade. Example: Camera Repairer.

ITEMS 8,9,10, and 11 NOT REQUIRED IF SUSPENSION (Item 13) OR CANCELLATION (Item 15) IS REQUESTED.

8. Enter total term of apprenticeship as indicated on Work Processes Schedule. Must agree with Item 15 of "Apprentice Registration Application."

9. Enter number of verified hours of work experience completed prior to registration. Must agree with Item 16 of "Apprentice Registration Application."

10. Enter cumulative number of hours of work experience completed as a registered apprentice. Attach reproduced copy (photostat or xerox) of every "Work Experience Hourly Record" which shows hours completed since last report.

11. Add Item 9 and Item 10 and subtract total from Item 8. Enter result in Item 11.

12. Name and address of activity from which report is submitted.

13. Check if this is a request for suspension. Suspension retains the apprentice in a temporary inactive status for no more than one year. Request for suspension requires signature of apprentice in Item 17. A request for a suspension may be mailed directly to Commandant of the Marine Corps by apprentice. No suspension will be carried longer than one year.

14. Check here if reason for suspension longer applies. A request for suspension requires signature of apprentice in Item 17 and signature of Commanding Officer or Education Officer in Item 19.

15. Check here if this is a request for cancellation. Cancellation removes the apprentice from the apprenticeship program. A request for cancellation requires signature of Commanding Officer or Education Officer in Item 19.

16. Check if apprentice has completed all required work experience, both grand total of hours and total hours in each skill area. A check in this block must be supported by final entries in Items 8,9,10 and 11, plus a produced copy of the "Work Experience Hourly Record" completed since the last apprentice progress interview or report. Hours of verified work experience completed before registration (Item 9), if any, will be distributed equally among the skill area of the trade. A check in this block requires signatures in Item 17 and Item 19.

17. Signature of apprentice required for Items 8,9, 10,11,13, 14, 15f and 16.

18. Date in which signature of apprentice is affixed in Item 17.

19. Signature of commanding officer or education officer submitting report required for Items 8, 9,10,11, 13, 14, 15 and 15f.

20. Date on which signature in Item 19 is affixed.

Enclosure (9)

# Certificate of Completion of Apprenticeship

United States Department of Labor

Bureau of Apprenticeship and Training

*This is to certify that*

*has completed an apprenticeship in the trade of*

**STAMPOLIT**  
*in accordance with the standards recommended by the*

*General Committee on Apprenticeship*

  
*John C. Doolittle*  
SECRETARY OF LABOR  
*William H. Kellogg*  
ASSISTANT SECRETARY FOR TRAINING  
*August C. Murphy*  
CHIEF OF BUREAU OF APPRENTICESHIP